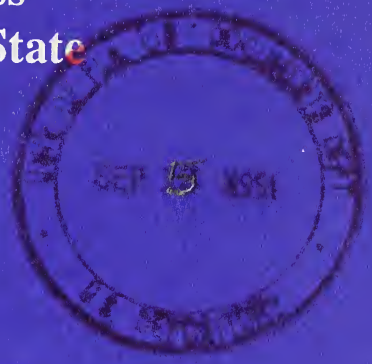


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Department of State

# A Guide to Doing Business With the Department of State

August 1991



Department of State Publication 9335  
Bureau of Administration  
Office of Small and Disadvantaged Business Utilization

*Revised August 1991*

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## INTRODUCTION

*A Guide to Doing Business With the Department of State* is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State publications that may be of interest to the reader.



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## **Section A**

- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**





## Procurement Program Profile

The mission of the Department of State is the making and conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

### *Research and Development*

Research and development is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications.

### *Supplies and Equipment*

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

### *Services*

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.
- (e) Facilities maintenance services.

All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State  
Office of Acquisition (OPR/ACQ)  
P. O. Box 9115, Rosslyn Station  
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

## Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Juanita Waters at the following address:

Department of State  
A/FBO  
SA-6, Room 411  
Washington, D.C. 20522-0604  
Telephone: (703) 875-6297

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State  
DS/ST/CMP  
SA-10, 7th Floor  
Washington, D.C. 20522-1003  
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State  
A/FBO/PE/CSM  
SA-6, Room 711  
Washington, D.C. 20522-0602  
Attn: David Roberts  
Telephone: (703) 516-1637

Department of State  
DS/ST/CS  
SA-6, 8th Floor  
Washington, D.C. 20522-0602  
Attn: Joe Morton  
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY91/92, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Bogota, Colombia; La Paz, Bolivia; Lima, Peru; Bangkok, Thailand; Budapest, Hungary; Abu Dhabi, United Arab Emirates; Algiers, Algeria; Cairo, Egypt; Doha, Qatar; and Riyadh, Saudi Arabia.

**U.S. Department of State  
Washington, D.C. 20520**

**User-Office Contacts**

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

John F. Black  
Departmental Competition Advocate  
(Mailing Address)  
U.S. Department of State  
A/OPE/CA, Room 603, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 516-1686

**Architectural, Engineering and Design Services (Construction)**

Office of Foreign Buildings  
Room 302, SA-6  
Mr. LeRoy Wallin (Acquisitions) (703) 875-6286  
Mr. Richard Natale (Acquisitions) 875-6283  
Mr. Charles G. Krips (Acquisitions) 875-6282  
Ms. Juanita Waters (Acquisitions) 875-6297  
Mr. C. Rex Hellmann (A) 875-6184  
Mr. Peter Gurvin (D) 875-6115  
Mr. Charles Mallett (Minority Business  
Coordinator) 875-6586

**Audio-Visual Services and Products**

- a. Publishing Services Division  
Room 1754, N.S.  
Ms. Rose Grover (202) 647-4170
- b. General Services Division  
Room B-258, N.S.  
Mr. Richard Jimney 647-1634
- c. Foreign Service Institute (FSI/AV)  
Room C1, SA-3  
Mr. Tom Bash (703) 875-5293
- d. Bureau of Diplomatic Security (DS/PLD/TC)  
Room 320A, SA-11  
Mr. Jeff Bozworth (703) 204-6188

**Building Interior Furnishings (Foreign)**

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

(703) 875-6263

**Building Maintenance and General Services  
(Domestic)**

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1493, N.S.

Mr. John Silva (transportation)

(202) 647-3628

Ms. Shirley Beard (labor services)

647-3611

Office of Operations

a. **Facilities Management and Support Services**

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

b. **Safety Division**

Room 2728, N.S.

Stephen Urman

647-4302

**Building Maintenance and General Services  
(Foreign)**

Office of Foreign Buildings

Room 938, SA-6

Mr. James Schoonover

(703) 875-7025

**Building Materials/Supplies**

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke

875-5796

Room 1139, SA-6

Mr. Richard Natale

875-6283

Room 411, SA-6

**Cartographic Services**

Office of the Geographer

Room 8742, N.S.

Mr. William Wood

(202) 647-2021

**Catering Services**

Office of Protocol

Room 1238, N.S.

Mr. Clyde G. Nora

647-1700



## **Communication Equipment Services**

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations

(IM/SO/TO/MT)

Room 214, SA-21

Mr. Lee Rainer

(703) 912-8350

## **Computer Supplies and Accessories**

Office of Information Management

(IM/SO/DO/FADPC)

Room 12B63, N.S.

Mr. D. Barry Leonard

(202) 647-7245

## **Construction Services (Foreign)**

Office of Foreign Buildings

Room 411, SA-6

Mr. Richard Natale (Acquisitions)

(703) 875-6283

Mr. Joseph Toussaint (Const.

Management) Room 460, SA-6

875-6300

Mr. Charles Mallett (Minority Coordinator)

Room 1300, SA-6

875-6586

## **Data Processing/Data Entry/Software Services**

### **a. Office of Information Management**

Mr. Edward Courlang (SA-29, Room 200)

875-7811

Mr. D. Barry Leonard (Room 12B63, N.S.)

(202) 647-7245

Mr. Yang Kim (SA-29, Room 200)

(703) 875-7771

Mr. Robert Obenstine (Room 12B63 N.S.)

(202) 647-7528

### **b. Bureau of Consular Affairs**

Room W711, SA-1

Mr. Rex Kimbro

(202) 663-1121

### **c. Office of Passport Services**

Room 584, SA-17

Mr. James Schwartz

(202) 326-6124

### **e. Foreign Service Institute**

Room 1017, SA-3

Eugene Prophet

(703) 875-5417

### **f. Office of Operations**

Room 100, SA-6 (OPR/SDS)

Mr. Paul Fisher

875-6083

- g. Bureau of Diplomatic Security  
SA-10, 6th floor (DS/AO/SYS)  
Ms. Joan Lewis (202) 663-0416

#### **Educational Materials/Supplies**

- a. Office of Overseas Schools  
Room 245, SA-29  
Mr. Ernest N. Mannino (703) 875-7800
- b. Foreign Service Institute  
B-Level, SA-3  
Ms. Jayetta Neal 875-5393

#### **Electronic and Physical Security Services/Equipment**

(Includes security engineering, technical security, counter-terrorism, audio counter-measures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- Bureau of Diplomatic Security  
SA-10, 8th floor
- Mr. Gregory Bujac (202) 663-0538
- Mr. Nicholas Mariano (703) 875-6570
- SA-6, Room 804
- Mr. Tom Warren (202) 663-0722
- SA-10, 7th Floor (DS/CMP/SDE)
- Mr. Jim Walsh (703) 644-3313
- SA-7 (DS/PEL/DE)

#### **Engineering Services (Construction)**

- Office of Foreign Buildings
- Mr. Richard Natale (703) 875-6283
- Room 412, SA-6
- Mr. Charles Krips 875-6282
- Room 412, SA-6
- Ms. Juanita Waters 875-6297
- Room 412, SA-6

#### **Engineering Services (Non-Construction)**

- a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th Floor  
Mr. Tom Warren (202) 663-0722
- b. Office of Information Management/Special Operations  
Room 214, SA-21  
Mr. Lee Rainer (703) 912-8350



## **Furnishings and Appliances, Office and Household\***

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

(703) 875-6263

## **International Political and Economic Affairs and Social Science Research**

Bureau of International Narcotics Matters

Room 7334, N.S.

Mr. Tim Henderson

(202) 647-1918

## **Labor Services**

General Services Division

Room 1493, N.S.

Ms. Shirley Beard

647-3611

## **Language/Translation Services**

Office of Language Services

Room 2214, N.S.

Mr. Harry Obst

647-1528

## **Library/Subscription Services**

Office of Information Services/Library

Room 3239, N.S.

Ms. Alpha Rose\*\*

647-1875

## **Machine and Equipment Maintenance/Repair**

Office of Operations

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

## **Medical Services/Supplies**

Medical Services

Room 2906, N.S.

Mr. Elmer R. Higgs

647-3616

## **Mental Health Care/Services**

Office of Medical Services

Employee Services Division

Room 3243, N.S.

Ms. Anne Weiss

647-4929

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\*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Joseph Kozlowski; (703) 875-6018.

\*\*Manages Department's Commercial Library Program.

## **Microfilming/Micrographics**

Office of Information Services/Records Management Staff  
(IM/IS/RA/RM)  
Room 1239, N.S.

Mr. John Cruce

(202) 647-7123

## **Overseas Employee Associations**

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U. S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director  
Office of Commissary and Recreation Affairs  
(A/OPR/ST/CR)  
Room 600, SA-6  
Washington, D.C. 20522-0602  
FAX (703) 875-6105

(703) 875-6088

(See page A-13 for a list of U.S. Foreign Service posts having U. S. Employee Associations).

## **Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services**

- a. Office of Information Services  
Room 1758, N.S.  
Mr. Howard Gaidick  
Mr. Gregory Liverpool
- b. Bureau of Public Affairs, Public Liaison  
Division  
Room 5819, N.S.  
Vacant Position

(202) 647-2517  
647-8662

647-6431

## **Safety and Rescue Equipment**

- a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th Floor  
Mr. Tom Warren
- b. Office of Foreign Buildings  
Room 912, SA-6  
Mr. Gilbert Lindley

(202) 633-0722

(703) 875-6983

## **Small Purchases**

Office of Acquisitions  
Room 528, SA-6  
Ms. Ruby Green

875-6019

## Training\*

- a. Office of Foreign Service Career  
Development and Assignments  
Room 2807, N.S.  
Mr. Jacques Klein (202) 647-3308
- b. Office of Civil Service Career  
Development and Assignments  
Room 2429, N.S.  
Ms. Theresa A. Manly 647-7252
- c. Office of Equal Employment Opportunity  
and Civil Rights  
Room 4216, N.S.  
Ms. Azucena Vasquez 647-6061
- d. Foreign Service Institute  
Room 901, SA-3  
Mr. Gary D. Crawford (Language) (703) 875-5241  
Ms. Sultana Varvarousis (Clerical/Administrative) 875-7278  
Dr. Jack Shellenberger (Area Studies) 875-5160  
SA-3, Room 402  
Ms. Judy Mullen (Contracting Officer)  
SA-3, B Level 875-5393
- e. Office of Information Management (IM/TE/OT)  
P.O. Box 3050  
Warrenton, VA 22186  
Mr. Leonard A. Fenner (703) 557-1834
- f. Bureau of Diplomatic Security  
Room 320A, SA-11  
Mr. Jeff Bozworth (703) 204-6188

## Transportation/Packing/Shipping/Storage (Household Effects)

- a. Office of Transportation  
Room 1050A, N.S.  
Mr. Christopher G. Mayers (703) 661-6426
- b. Office of Acquisitions  
Room 528, SA-6  
Ms. Sally Allen (703) 875-6020

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\*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSDDBU, at OPM on (202) 606-2180 for information.

**Word/Data Processing Supplies and Accessories**

Office of Information Management

Room 12B63, N.S.

Mr. D. Barry Leonard

(202) 647-7245

\* \* \* \* \*

For further information contact:

Mrs. Durie White

Operations Director, Office of Small and

Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6824

or

Ms. Linda Taylor

Administrative Assistant, Office of Small and

Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6822

**State Department Foreign Service Posts  
That Operate Overseas Employee Associations**

<b>Location of Office</b>	<b>ZIP Code</b>	<b>Type of Office</b>
Abidjan, Cote d'Ivoire	20521-2010	Embassy
Accra, Ghana	2020	Embassy
Addis Ababa, Ethiopia	2030	Embassy
Algiers, Algeria	6030	Embassy
Amman, Jordan	6050	Embassy
Ankara, Turkey	7000	Embassy
Antananarivo, Madagascar	2040	Embassy
Asuncion, Paraguay	3020	Embassy
Athens, Greece	7100	Embassy
Baghdad, Iraq	6060	Embassy
Bamako, Mali	2050	Embassy
Bangkok, Thailand	7200	Embassy
Banjul, The Gambia	2070	Embassy
Beijing, China	7300	Embassy
Belgrade, Yugoslavia	5070	Embassy
Bogota, Colombia	3030	Embassy
Bonn, Germany	7400	Embassy
Brasilia, Brazil	7500	Embassy
Brazzaville, People's Republic of Congo	2090	Embassy
Bridgetown, Barbados	3120	Embassy
Brussels, Belgium	7600	Embassy
Bucharest, Romania	5260	Embassy
Budapest, Hungary	5270	Embassy
Buenos Aires, Argentina	3130	Embassy
Bujumbura, Burundi	2100	Embassy
Cairo, Egypt	7700	Embassy
Canberra, Australia	7800	Embassy
Caracas, Venezuela	3140	Embassy
Colombo, Sri Lanka	6100	Embassy
Conakry, Guinea	2110	Embassy
Copenhagen, Denmark	5280	Embassy
Cotonou, Benin	2120	Embassy
Dakar, Senegal	2130	Embassy
Damascus, Syria	6110	Embassy
Dar es Salaam, Tanzania	2140	Embassy
Dhahran, Saudi Arabia	6310	Consulate General
Dhaka, Bangladesh	6120	Embassy
Djibouti, Republic of Djibouti	2150	Embassy
Dublin, Ireland	5290	Embassy
Frankfurt, Germany	7900	Consulate General
Freetown, Sierra Leone	2160	Embassy
Gaborone, Botswana	2170	Embassy

Geneva, Switzerland	20521–5120	Branch Office
Georgetown, Guyana	3170	Embassy
Guadalajara, Mexico	3280	Consulate General
Guangzhou, China	4090	Consulate General
Guatemala City, Guatemala	3190	Embassy
Hamburg, Germany	5180	Consulate General
Helsinki, Finland	5310	Embassy
Hong Kong, Hong Kong	8000	Consulate General
Islamabad, Pakistan	8100	Embassy
Istanbul, Turkey	5030	Consulate General
Jakarta, Indonesia	8200	Embassy
Jeddah, Saudi Arabia	6320	Consulate General
Kampala, Uganda	2190	Embassy
Karachi, Pakistan	6150	Consulate General
Kathmandu, Nepal	6190	Embassy
Kavala, Greece (relay)		
Khartoum, Sudan	2200	Embassy
Kigali, Rwanda	2210	Embassy
Kingston, Jamaica	3210	Embassy
Kinshasa, Zaire	2220	Embassy
Kuala Lumpur, Malaysia	4210	Embassy
Kuwait, Kuwait	6200	Embassy
La Paz, Bolivia	3220	Embassy
Lagos, Nigeria	8300	Embassy
Lahore, Pakistan	6160	Consulate General
Liberia (relay)		
Lilongwe, Malawi	2280	Embassy
Lima, Peru	3230	Embassy
Lisbon, Portugal	5320	Embassy
Lome, Togo	2300	Embassy
London, England	8400	Embassy
Lusaka, Zambia	2310	Embassy
Madras, India	6260	Consulate General
Madrid, Spain	8500	Embassy
Managua, Nicaragua	3240	Embassy
Manila, Philippines	8600	Embassy
Mexico City, Mexico	8700	Embassy
Mogadishu, Somalia	2360	Embassy
Monrovia, Liberia	8800	Embassy
Montevideo, Uruguay	3360	Embassy
Montreal, Canada	5510	Consulate General
Moscow, USSR	5430	Embassy
Muscat, Oman	6220	Embassy
Nairobi, Kenya	8900	Embassy
Nassau, Bahamas	3370	Embassy
N'Djamena, Chad	2410	Embassy
New Delhi, India	9000	Embassy



Niamey, Niger	20521-2420	Embassy
Nicosia, Cyprus	5450	Embassy
Nouakchott, Mauritania	2430	Embassy
Oslo, Norway	5460	Embassy
Ottawa, Canada	5480	Embassy
Ouagadougou, Burkina Faso	2440	Embassy
Panama City, Panama	9100	Embassy
Paramaribo, Suriname	3390	Embassy
Paris, France	9200	Embassy
Peshawar, Pakistan	6170	Consulate
Philippines (relay)		
Port-au-Prince, Haiti	3400	Embassy
Port-of-Spain, Trinidad	3410	Embassy
Prague, Czechoslovakia	5630	Embassy
Pretoria, South Africa	9300	Embassy
Quito, Ecuador	3420	Embassy
Rabat, Morocco	9400	Embassy
Rangoon, Burma	4250	Embassy
Rhodes, Greece (relay)		
Rio de Janeiro, Brazil	3090	Consulate General
Riyadh, Saudi Arabia	6300	Embassy
Rome, Italy	9500	Embassy
San Jose, Costa Rica	3440	Embassy
San Salvador, El Salvador	3450	Embassy
Sanaa, Yemen	6330	Embassy
Santiago, Chile	3460	Embassy
Santo Domingo, Dominican Republic	3470	Embassy
Sao Paulo, Brazil	3110	Consulate General
Seoul, Korea	9600	Embassy
Shanghai, China	4100	Consulate General
Singapore, Singapore	4280	Embassy
Sofia, Bulgaria	5740	Embassy
Stockholm, Sweden	5750	Embassy
Suva, Fiji	4290	Embassy
Tangier, Morocco	6290	Consulate General
Tegucigalpa, Honduras	3480	Embassy
Tel Aviv, Israel	9700	Embassy
Thessaloniki, Greece	5060	Consulate General
Tokyo, Japan	9800	Embassy
Toronto, Ontario, Canada	5530	Consulate General
Tunis, Tunisia	6360	Embassy
Vienna, Austria	9900	Embassy
Vientiane, Laos	4350	Embassy
Warsaw, Poland	5010	Embassy
Wellington, New Zealand	4360	Embassy
Yaounde, Cameroon	2520	Embassy

## Mailing Address Form

A four-digit add on ZIP Code list for overseas posts is published in the Key Officers of Foreign Service Postage and Fees booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

Administrative Officer  
(for Commissary Officer)  
American Embassy\*/Name of Post City  
Department of State  
Washington, D.C. 20521-0000

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\*Or Consulate General or Consulate, as appropriate.



## **Section B**

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



## **Small, Disadvantaged, and Female Business (SD&F) Owners**

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise  
Coordinator  
A/SDBU, Room 633, SA-6  
Department of State  
Washington, D.C. 20522-0602

If there are any questions, please call Mrs. Durie N. White on (703) 875-6824 or Ms. Linda Taylor on (703) 875-6822. Thank you for your interest in being of service to the Department of State.

Sincerely,

Robert Dickson  
Director, Office of  
Acquisitions

Enclosure:

Vendor File Data Sheet

## Vendor Survey Form

Contractor Establishment Code Number (9 Digits) \_\_\_\_\_  
Company Name \_\_\_\_\_  
Parent Company CEC (if applicable) \_\_\_\_\_  
Street Address \_\_\_\_\_  
Telephone Number (9991234567) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_  
Company Contact \_\_\_\_\_

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

\*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided. (Should this information not be available, please indicate below the type of goods or services provided by your firm.)

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## PROFILE

(To be completed only by 8a Firms)

8(a) FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PRIMARY SIC \_\_\_\_\_  
SECONDARY SICs \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PRINCIPAL'S NAME & TITLE: \_\_\_\_\_

DATE FIRM STARTED: \_\_\_\_\_

FIRM'S PROJECTION OF TOTAL SALES FOR 1991: \$ \_\_\_\_\_

BONDING CAPACITY: SINGLE JOB \$ \_\_\_\_\_  
(If Applicable) AGGREGATE \$ \_\_\_\_\_

	ANNUAL SALES	LARGEST SINGLE CONTRACT
1988	\$ _____	\$ _____
1989	\$ _____	\$ _____
1990	\$ _____	\$ _____

AVERAGE NUMBER OF EMPLOYEES: \_\_\_\_\_

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

# **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

## **Directory of Directors and Women in Business Representatives (WIBR)**

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

### **Departments**

Department of Agriculture  
14th & Independence Ave., S.W.  
Room 127W

Washington, D.C. 20250

Telephone: (202) 447-7117

FAX: (202) 447-3001

Attn: Mr. Luther Burse  
Acting Associate Director, OSDBU

Department of the Air Force  
The Pentagon—Room E271  
Washington, D.C. 20330-1000

Telephone: (202) 697-4126

FAX: (703) 693-7731

Attn: Mr. Anthony DeLuca  
Director, OSDBU

Department of the Army  
The Pentagon—Room 2A712  
Washington, D.C. 20310-0106

Telephone: (703) 695-9800

FAX: (703) 693-3898

Attn: Mr. Daniel R. Gill  
Director, OSDBU

Department of Commerce  
14th Street & Constitution Ave., N.W.  
Room 6411

Washington, D.C. 20230

Telephone: (202) 377-1472

FAX: (202) 377-4816

Attn: Mr. James Maruca  
Director, OSDBU

### **Women in Business Representatives**

Ms. Belinda Ward  
(202) 447-7117

Mr. Patrick Heller  
(703) 697-5373

Ms. Dora H. Thomas  
(703) 697-2868

Ms. Rosemary Mullany  
(202) 377-1472

Department of Defense  
The Pentagon—Room 2A340  
Washington, D.C. 20301-3061  
Telephone: (703) 614-1151  
FAX: (703) 693-7014  
Attn: Mr. Horace Crouch  
Director, OSDDBU

Mr. Tim Foreman  
(703) 697-1481

Department of Education  
400 Maryland Avenue, S.W.  
Room 3120, ROB-3  
Washington, D.C. 20202-0521  
Telephone: (202) 708-9820  
FAX: (202) 708-8956  
Attn: Mr. Daniel Levin  
Director, OSDDBU

Mr. Ben Miller  
(202) 708-9820

Department of Energy (BU-1)  
1000 Independence Ave., S.W.  
Washington, D.C. 20585  
Telephone: (202) 254-5583  
FAX: (202) 254-5591  
Attn: Mr. Leonel Miranda  
Director, OSDDBU

Ms. Brenda DeGraffenreid  
(202) 254-5602

Department of Health and Human  
Services  
200 Independence Ave., S.W.  
Room 517D  
Washington, D.C. 20201  
Telephone: (202) 245-7300  
FAX: (202) 245-6699  
Attn: Mr. Richard Clinkscale  
Director, OSDDBU

Ms. Angel Graves  
(202) 245-2670

Department of Housing and Urban  
Development  
7th & D Streets, S.W.  
Room 10232  
Washington, D.C. 20410  
Telephone: (202) 708-1428  
FAX: (202) 619-827  
Attn: Ms. Elaine Dudley  
Acting Director, OSDDBU

Mr. Clarence White  
(202) 708-1428



Department of the Interior  
18th & C Streets, N.W.  
Room 2727  
Washington, D.C. 20240  
Telephone: (202) 208-3493  
FAX: (202) 208-5048  
Attn: Mr. Kenneth T. Kelly  
Acting Director, OSDDBU

Ms. Doris Sanford  
(202) 208-7437

Department of Justice  
Patrick Henry Building  
Room 7014  
Washington, D.C. 20530  
Telephone: (202) 501-6271  
FAX: (202) 501-8125  
Attn: Mr. Enos Roberts  
Director, OSDDBU

Ms. Eleanor Geary  
(202) 501-6271

Department of Labor  
200 Constitution Ave., N.W.  
Room S-1004  
Washington, D.C. 20210  
Telephone: (202) 523-9148  
FAX: (202) 523-9167  
Attn: Mr. Walter Terry  
Director, OSDDBU

Ms. Katherine Lee  
(202) 523-9151

Department of the Navy  
Building 5, Crystal Plaza  
Room 120  
Washington, D.C. 20360-5000  
Telephone: (703) 602-2695  
FAX: (703) 602-2477  
Attn: Mr. Don Hathaway  
Director, OSDDBU

Ms. Janet Koch  
(703) 602-2695

Department of State  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6824  
FAX: (703) 875-6825  
Attn: Mrs. Durie White  
Operations Director, OSDDBU

Mrs. Durie N. White  
(703) 875-6824

Department of Transportation  
400 - 7th Street, S.W., Room 9410  
Washington, D.C. 20590  
Telephone: (202) 366-1930  
FAX: (202) 366-7538  
Attn: Ms. Alicia L. Casanova  
Director, OSDBU

Ms. Pat L. Hodge  
(202) 366-1902

Department of the Treasury  
15th & Pennsylvania Ave., N.W.  
Room 6100 Annex  
Washington, D.C. 20220  
Telephone: (202) 566-9616  
FAX: (202) 786-8455  
Attn: Ms. Debra E. Sonderman  
Assistant Director, OSDBU

Ms. Ila Burnell  
(202) 566-9616

Department of Veterans Affairs  
810 Vermont Ave., N.W.  
Room 310  
Washington, D.C. 20420  
Telephone: (202) 376-6996  
FAX: (202) 233-4952  
Attn: Mr. Scott Denniston  
Director, OSDBU (005SB)

Ms. Mary Ella Stormant  
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

### **Independent Agencies**

ACTION  
1100 Vermont Ave., N.W.  
Suite 2101  
Washington, D.C. 20525  
Telephone: (202) 634-9150  
FAX: (202) 634-9126 or 9127  
Attn: Ms. Margaret McHale  
Contract Specialist

Ms. Jean McCamley  
(202) 634-9321

Agency for International Development  
TT-2, Room 1400A  
Washington, D.C. 20523-1414  
Telephone: (703) 875-1551  
FAX: (703) 875-1119  
Attn: Mr. John L. Wilkinson  
Director, OSDBU

Ms. Betty Briscoe  
(703) 875-1551

Defense Logistics Agency  
Cameron Station, Room 4C112  
Alexandria, VA. 22304-6100  
Telephone: (703) 274-6471  
FAX: (703) 274-0565  
Attn: Mr. Lloyd C. Alderman  
Acting Director, OSDDBU

Mr. Anthony Kudders  
(703) 274-6977

Environmental Protection Agency  
401 M Street, S.W. Code A-149C  
Washington, D.C. 20460  
Telephone: (703) 557-7777  
FAX: (703) 557-1462  
Attn: Mr. John M. Ropes  
Director, OSDDBU

Ms. Margie Wilson  
(703) 557-7305

Executive Office of the President  
Room 5001, NEOB  
Washington, D.C. 20500  
Telephone: (202) 395-3314  
FAX: (202) 395-3982  
Attn: Ms. Thelma Tolar  
Director, OSDDBU

Export-Import Bank of the U.S.  
811 Vermont Ave., N.W.  
Room 1031  
Washington, D.C. 20571  
Telephone: (202) 566-8951  
FAX: (202) 566-7524  
Attn: Ms. Helen H. Wall  
Director, OSDDBU

Federal Trade Commission  
6th & Pennsylvania Avenue N.W.  
Room 706  
Washington, D.C. 20580  
Telephone: (202) 326-2258  
FAX: (202) 326-2050  
Attn: Ms. Jean Sefchick  
Director, OSDDBU

Ms. Barbara Lorette  
(202) 326-2260

General Services Administration  
18th and F Streets, N.W.  
Room 6029  
Washington, D.C. 20405  
Telephone: (202) 501-1021  
FAX: (202) 208-5938  
Attn: Mr. John F. Wynn, Jr.  
Director, OSDDBU

Ms. Janice Holley  
(202) 501-1021

Interstate Commerce Commission  
12th and Constitution Ave., N.W.  
Room 3119  
Washington, D.C. 20423  
Telephone: (202) 275-7597  
FAX: (202) 275-9237  
Attn: Mr. Dan King  
Acting Director, Office of  
Public Assistance

Mr. Dan King  
(202) 275-7597

National Aeronautics and Space Administration  
Headquarters Code K  
Room 116  
Washington, D.C. 20546  
Telephone: (202) 453-2088  
FAX: (202) 755-4194  
Attn: Mr. Eugene Rosen  
Director, OSDDBU

Mr. Eugene Rosen  
(202) 453-2088

National Science Foundation  
1800 G Street, N.W.  
Room 1250-I  
Washington, D.C. 20550  
Telephone: (202) 357-9666  
FAX: (202) 357-7745  
Attn: Mr. Donald Senich  
Director, OSDDBU

Ms. Linda Boutchyard  
(202) 357-7464

Nuclear Regulatory Commission  
Room 7217, MNBB  
Washington, D.C. 20555  
Telephone: (202) 492-4665  
FAX: (301) 492-8185  
Attn: Mr. William B. Kerr  
Director, OSDDBU

Mr. Harris Coleman  
(202) 492-4665

Office of Personnel Management  
1900 E Street, N.W.  
Room 2351  
Washington, D.C. 20415  
Telephone: (202) 606-2180  
FAX: (202) 606-2345  
Attn: Mr. Leutrell Osborne  
Director, OSDDBU

Mr. Thomas Whiteford  
(202) 606-2240

Railroad Retirement Board  
2000 L Street, N.W., Suite 558  
Washington, D.C. 20036  
Telephone: (202) 653-9540  
FAX: (202) 653-9538  
Attn: Mr. John C. Ficera  
Director, OSDBU

U.S. Information Agency—M/O  
330 C St., S.W.  
Room 1611, HHS—S Building  
Washington, D.C. 20547  
Telephone: (202) 485-6410  
FAX: (202) 485-6466  
Attn: Mr. Darwin Roberts  
Director, OSDBU

U.S. Postal Service  
475 L'Enfant Plaza West, S.W., Room 2P110  
Washington, D.C. 20260-6201  
Telephone: (202) 268-4633  
FAX: (202) 268-4027  
Attn: Mr. David Scherer  
Director, OSDBU

Mr. David Scherer  
(202) 268-4633

### **Other Liaison Offices**

Office of Federal Procurement Policy  
725 17th Street, N.W.  
Room 9025  
Washington, D.C. 20503  
Telephone: (202) 395-3300  
FAX: (202) 395-5105  
Attn: Mr. Robert Cooper  
Deputy Associate Administrator  
for Policy Development

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5053  
Washington, D.C. 20230  
Telephone: (202) 377-5061  
FAX: (202) 377-5117  
Attn: Mr. Jose A. Lira  
Acting Director

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5096  
Washington, D.C. 20230  
Telephone: (202) 377-3261  
FAX: (202) 377-5117  
Attn: Mr. Raoul Quiros  
Chief, Public Sector

Procurement Technical Assistance Center Program  
George Mason University  
4260 Chain Bridge Road  
Suite B-2  
Fairfax, VA 22030  
Telephone: (703) 764-6079  
FAX: (703) 273-0745  
Attn: Mr. Edward A. Redmond  
Assistant Director

Small Business Administration  
409 3rd Street, S.W.  
8th Floor  
Washington, D.C. 20416  
Telephone: (202) 205-6460  
FAX: (202) 205-7064  
Attn: Ms. Cathy Thomas

## Section C

- **Subcontracting Opportunities**





## Possible Prime Contractors Offering Subcontracting Opportunities

## Subcontracting Opportunities Available

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

AMCA International Corp. (Encorp.)  
111 Merchant St., Suite 210  
Cincinnati, OH 45264  
Contact: Steven Johnson  
(513) 576-5700

Various subcontracting opportunities related to construction of a new U.S. Embassy office complex in Nicosia, Cyprus

American Communications Company  
Division American Systems, Inc.  
7535 Little River Turnpike  
Annandale, VA 22003  
Contact: Mr. Tim Ramp, Purchasing Agent (703) 968-6300

Various subcontract opportunities

American International Corp.  
919 Third Street  
New York, NY 10022  
Contact: Mr. Norman Christensen

Various subcontracting opportunities related to construction of a new U.S. Embassy compound, Amman, Jordan

American Management Systems, Inc.  
1777 North Kent Street  
Arlington, VA 22209  
Mr. Jay Dunigan, Contract Administrator  
(703) 841-5514

Various opportunities related to data processing

The Asia Foundation  
550 Kearney Street  
San Francisco, CA 94119  
(415) 982-4640

Brunswick Corporation  
Defense Division  
2000 Brunswick Lane  
DeLand, FL 32724  
A. W. Brocius (904) 736-1700

MS hardware, wire, electronic components, etc.

Burle Industries, Inc.  
Attn: F.D. Kell, Product Division or J.S. Hornick Tube Division  
1000 New Holland Avenue  
Lancaster, PA 17601-5688  
(717) 295-6000

Various subcontract opportunities

Dyncorp  
2000 Edmund Halley Drive, 4th Floor  
Reston, VA 22091  
Mr. Fred Clark, VP, Support Services  
(703) 2649260

Continuous upgrade of  
security and fire safety  
equipment at worldwide  
posts

Dyncorp  
6801 Calmont Avenue  
Dallas, TX 76116  
Mr. John Harlin (817) 732-4481 ext. 248

Aircraft spare parts,  
travel arrangements, equipment

EBASCO Constructors  
160 Chubb Avenue  
Lyndhurst, NJ 07071  
James F. Tappen (201) 460-6102

Materials in support of  
construction of annex to  
embassy office building,  
Cairo, Egypt

EBASCO Services, Inc  
Two World Trade Center, 83d Floor  
New York, NY 10048  
Contact: Mr. La Cava  
(201) 460-6119 (in New Jersey)

Various opportunities  
related to construction of  
a new embassy office  
building, Santiago, Chile

E. G. & G. Dynatrend Inc.  
21 Cabot Road  
Woburn, MA 01801  
Carl D. Harmon, Contract Mgr.  
(617) 935-3960

Engineering

Electrospace Systems, Inc.  
1301 East Collins Blvd.  
P.O. Box 831359  
Richardson, TX 75083-1359  
Mr. Dennis Quire (714) 231-9303

Electronic components,  
cables, switches, power  
supplies, etc.

Federal Cartidge Company  
900 Ehlen Drive  
Anoha, MN 55303  
Rick Bennett, Purchasing Mgr.  
(612) 421-7100

Various subcontracting  
opportunities (Std.  
commercial plan)

General Electric  
Mobile Communications Div.  
Mountain View Road  
Lynchburg, VA 24502-9989  
Mr. Mark Burford (804) 528-7886

Commercial Plan (Govern-  
ment-wide) moving storage  
and installation, security  
services, data entry, printed  
circuit boards, die castings,  
travel agency services

General Electric Co.  
3 Parkridge Blvd.  
Reston, VA 22091  
(703) 569-3222

Various subcontract  
opportunities

Halifax Engineering, Inc.  
5250 Cherokee Avenue  
Alexandria, VA 22312  
(703) 750-2202

Various subcontract  
opportunities

Harbert International, Inc.  
1 Riverchase Parkway, South  
Birmingham, AL 35201  
Mr. Claude Roberts (205) 987-5500

Various subcontracting  
opportunities related to con-  
struction of new U.S.  
Embassy, Pretoria, South Africa  
and renovation of existing U.S.  
Chancery, Belgrade, Yugoslavia

Hays Systems, Inc.  
2000 M St., N.W.  
Washington, D.C. 20036  
(202) 223-3703

IBM Corporation  
National Federal Marketing  
6705 Rockledge Drive  
Bethesda, MD 20817  
(301) 564-2894

Various subcontract  
opportunities

IFR Systems, Inc.  
10200 West York St.  
Wichita, KS 67215-8935  
Mr. David C. Orpin (316) 522-4981

Electronic components, radio  
frequency crystals, crystals  
filter, transformers, labels,  
printed circuit boards,  
switches, fuses, microwave  
components.

ITT Defense Communications  
492 River Road  
Nutley, NJ 07110  
(201) 284-4475

J.A. Jones Construction Co.  
6060 St. Albans Street  
Charlotte, NC 28287  
Mr. Robert Goodpasture (704) 553-3000

Various subcontract  
opportunities related to  
construction of a new U.S.  
Embassy, San Salvador,  
El Salvador

Ogden Allied Eastern Maintenance  
Two Pennsylvania Plaza  
New York, NY 10121

Various subcontract  
opportunities related  
to building maintenance

Perini International Corp  
International Division  
73 Mt. Wayte Ave.  
Framingham, MA 01701  
(508) 875-6171

Pinkerton Computer Consultants, Inc.  
1900 No. Beauregard St., Ste. 200  
Alexandria, Virginia 22311  
Mr. James Craig (703) 820-5571

Planning Research Corporation  
Room 6W3  
1500 Planning Research Drive  
McLean, Virginia 22102  
Attention: Ms. Faye Beales (703) 556-1537

Price Waterhouse  
1801 K Street, N.W.  
Washington, D.C. 20006  
Attention: Ms. Paula Nichols  
(703) 875-5626

Sverdrup Corporation  
Embassy Task Group  
1500 Wilson Boulevard, 7th Floor  
Arlington, VA 22209-2454  
Mr. Kent Steele (703) 875-9626 or 875-9673

TRW  
Systems Division  
7600 Colshire Drive  
McLean, VA 22102  
Mr. Alan Schmidt (703) 876-8289

Tumi International, Inc.  
9308 N.W. 13th Street  
Miami, FL 33172  
(305) 591-2419

Wang Laboratories  
7500 Old Georgetown Rd., 1250 N  
Bethesda, MD, 20814  
Ms. Haze Hanna (301) 657-5530

Xerox Corporation  
250 North Halstead St.  
Pasadena, CA 91109  
Mr. Doug Madrigal (818) 351-2351

Various subcontract  
opportunities related to  
construction of the new U.S.  
Embassy, Caracas, Venezuela

Various subcontract  
opportunities

Standard Supplies; ADP

Administrative support, in-  
cluding graphic services,  
audio-visual services,  
printing/reproduction  
services, ADP support,  
training methods support

Prime and subcontracting  
opportunities related to  
overseas building design and  
construction

Various subcontract  
opportunities

Various subcontract  
opportunities related to  
consolidated receiving  
point

Electrical parts

## **Section D**

### **Some Contacts for Trade and Investment-Related Issues**



## Some Contacts for Trade and Investment-Related Issues

### Department of State

Commercial Affairs	—Alfred White	(202) 647-1942
Investment Affairs	—Stephen R. Gibson	647-1128
Development Finance	—Jack Boyle	647-9426
East-West Trade	—Alan Parker	647-5673
Trade Policy	—Kaarn Weaver	647-3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory which can be accessed on (202) 647-5225.

### Department of Commerce

#### Deputy Assistant Secretary

for Services —Linda Powers (202) 377-5261

#### Country Marketing:

Western Europe —Peter Hale 377-5341

Eastern Europe  
and Soviet Affairs —Suzanne Lotarski 377-1104

Africa —Gerald Seldman 377-4927

Near East —Carl Reiner 377-4441

South Asia —Richard Harding (Acting) 377-2954

Mexico and Carib-  
bean Basin —Regina Vargo 377-4464

South America —Charles Ford 377-2436

People's Republic of  
China and  
Hong Kong —Christine Lucyk 377-5527

Japan —Marjorie Searing 377-4527

Investment Policy —Martin Kohn 377-8053

Publications —Thomas Weatherspoon 377-5487

Foreign Commercial Service —Theodore Rosen 377-8300

Export Licensing Information\* 377-4811

### Agency for International Development

Business Relations —John Wilkinson (703) 875-1551

### Overseas Private Investment

Corporation —Clark Fisher (202) 457-7069

Export-Import Bank —Jeni B. Falkiewicz (202) 566-8990

U.S. Trade Representative —Mollie Van Heuven (202) 395-6120

---

\*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.





## **Section E**

- **Other Department of State Subscriptions**



## Superintendent of Documents Subscriptions Order Form

**Order Processing Code:**

✻

**Please Type or Print** (Form is aligned for typewriter use.)

Prices include regular domestic postage and handling and are subject to change.

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Qty.	List ID	Title	Price Each	Total Price
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	EDFI	Employees of Dipl. Mis-		
		sions		
	KOFS	Key Ofc's. of Fcn. Svc Psts		
Total for Subscriptions				

(Company or personal name)

(Please type or print)

(Additional address/attention line)

**(Street address)**

(City, State, ZIP Code)

( )

(Daytime phone including area code)

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- ☐ VISA or MasterCard Account

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(Signature)

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inquiries—  
(202) 275-0019**







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